

ERDC DATA REQUEST PROCESS

1. Request form filled out and sent to ERDC
 - a. Students requesting data must be under the supervision of a faculty member and have documentation indicating project approval by that member.
2. ERDC calls requestor to clarify request if necessary
3. If request is changed, ERDC will send changes to requestor for approval
4. ERDC sends the data request that includes study questions and data requested to data contributors
5. Data contributors have 5 days to review and respond to requestor about the data requested
6. Requestor works with ERDC to revise request based on feedback, if necessary
7. ERDC creates a data sharing agreement with requestor to share the linked, de-identified data
 - a. Copy of signed DSA will be made available by ERDC via the website or email
 - b. If a project is required to undergo the Institutional Review Board or other approval process, the data sharing agreement will be contingent on project approval
8. ERDC works to get the data to requestor
9. Requestor works with the data and contacts data contributors with questions about their data
10. Requestor sends draft report to ERDC for distribution to data contributors.
11. Data contributors have 10 days to review report and respond to requestor with comments about use of data
12. Requestor releases report